



EMPLOYMENT OPPORTUNITY

Legal Assistant

Recruitment Number: 03-289

Salary: \$3,241.52 – \$3,939.88/ month

Filing Deadline: 5 PM, December 22, 2003

SUPPLEMENTAL REQUIRED

POSITION SUMMARY

This is a confidential position with the City Attorney's office requiring an individual fully competent to perform a wide range of responsible legal support with a heavy emphasis on litigation procedure and office practice. Responsibilities include regular contact with City staff, outside agencies, firms and individuals in situations where tact, discretion and confidentiality are necessary.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Type and format a variety of pleadings including motions, discovery, briefs, affidavits, ordinances, reports, memoranda and other legal documents and correspondence; efficiently and accurately transcribe recorded information from a dictaphone; filing of legal documents with the courts; ability to research the Municipal Code in response to public inquires and complaints; receive and screen visitors and telephone calls; provide information on particular area of assignment, which may require the use of judgment and interpretation of policies and procedures. Research and compile a variety of informational materials; type draft and a wide variety of finished documents, including both general and legal-related correspondence and documents; respond to citizen complaints by referring to appropriate staff or agency or by researching legal documents, references and codes; initiate specified correspondence such as transmittal letters and complaints independently for signature by appropriate staff; review finished materials for completeness, accuracy, format, compliance with policies and procedures and appropriate English usage; organize and maintain chronological and other files; relieve attorneys of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities and scheduling and arranging for meetings; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Equivalent to the completion of twelfth grade. Three years of responsible secretarial or office administrative experience in a legal or city attorney setting. Experienced in both federal and state court filing procedures highly desirable. Certified paralegal or paralegal classes desirable.

Knowledge, Skills and Abilities: Knowledge of: Fast Track court rules and calendaring; standard legal office administrative and secretarial practices and procedures, including business letter writing; legal office terminology, legal memorandums and legal document formatting; correct English usage, including spelling, grammar, punctuation and vocabulary; standard office software including word processing, spreadsheet, database and presentations; basic business arithmetic. Ability to: use of personal computer and knowledge of various word processing software; transcribe and/or draft various pleadings and other legal documents from dictated information; provide varied and responsible secretarial and office administrative assistance to one or more attorneys; use initiative and independent judgment within established guidelines; analyze and resolve standard office administrative situations and problems; research and compile a variety of informational materials; maintain accurate legal records and files; organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of direction; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contracted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner. May need to possess a California driver's license as required by the position. **A COPY OF A TYPING CERTIFICATE OF AT LEAST 55 W.P.M. DATED WITHIN THE PAST TWO YEARS MUST BE SUBMITTED ALONG WITH THE APPLICATION.** The Human Resources Department will not make copies of certificates. Applications that do not include certificates will be automatically disqualified. The City of Chula Vista does not accept online typing certificates, as well as typing certificates provided that do not follow the International Typing Contest Rules.

PHYSICAL DEMANDS

Ability to sit for long periods of time at a work station; operate a computer keyboard, typewriter and/or fax machine; file documents and/or files weighing up to 10 lbs; read typical business documents; answer phones and customer inquiries; type on a keyboard and/or typewriter; file or retrieve documents of files weighing up to 10 lbs from large filing cabinets both above shoulder height and below; and do simple mathematics.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

The City contributes 8% to the Public Employees Retirement System (PERS) for the employee. This position is scheduled for a 3% salary increase, effective January 2004.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

Assigned Staff: Bobbi Bennett, (619) 409-5956, bbennett@ci.chula-vista.ca.us, Published 12/08/03
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